

Application For Non-Appropriated Employment

(An Equal Employment Opportunity Employer)

Privacy Act of 1974 - Solicitation of your Social Security number (SSN) and personal information is authorized by Title 5, United States Code, Section 1302, 3301, 3304, and Executive Order 9397. All information furnished will be used to determine whether or not you are qualified for employment. Furnishing information requested is voluntary; however, failure to provide this information may prevent you from being considered for employment. The information you furnish may also be given to other Federal, State and local agencies for checking on law violations or for other lawful purpose.

General Information

Position Applied for _____

Name _____
Last First Middle Initial

Address _____

City _____

State _____ Zip Code _____

Business Phone _____ Home Phone _____

Social Security Number _____

Date of Birth _____
Year Month Day

Do you have a current Driver's License? Yes ____ No ____

State _____ Number: _____

Education

High School Graduate Yes ____ No ____

Now Attending: _____

College Graduate Yes ____ No ____

Now Attending: _____

Highest Level Completed _____

Availability

Are You Available to Work:	Yes	No
40 Hours per Week?	_____	_____
Less than 40 Hours?	_____	_____
Less than 20 Hours?	_____	_____
Weekends?	_____	_____
Shifts (Day/Night)?	_____	_____

Preferences Claimed

Military Spouse Yes ____ No ____

Veteran's Preference Yes ____ No ____

TAP Preference Yes ____ No ____

Military Service

Have you served on active duty in the US military service?

Yes ____ No ____

Were you discharged under honorable conditions?

Yes ____ No ____

Are you retired military? Yes ____ No ____

Anticipated Retirement Date: _____

List dates and branches for all active duty service.

Branch _____ Rank _____

From _____ To _____

Branch _____ Rank _____

From _____ To _____

Prior Service

Do you have prior NAF, AAFES, Civil Service, or other Federal Government Experience?

If so, give last place of employment and dates.

References

Do you have any relatives working at Kirtland AFB?

Yes ____ No ____

If so, please list name, relationship and unit:

Please list two business references who are not related to you who know your qualifications for the job you are applying for: (include name and phone number)

Applications will remain on file for a period of 90 days.

Work Experience/Qualifications

A. Experience: List your current or most recent job experience.

Place of Employment (Name, Address & Phone).

Position Title:

Name of Supervisor:

Average Hours

Salary

Dates Employed:(mo/yr)

Reason for

Per Week_____

or Hourly Wage_____

From_____ To_____

Leaving_____

What are your duties on this job? _____

B. Experience: Previous Job.

Place of Employment (Name, Address & Phone).

Position Title:

Name of Supervisor:

Average Hours

Salary

Dates Employed:(mo/yr)

Reason for

Per Week_____

or Hourly Wage_____

From_____ To_____

Leaving_____

What are your duties on this job? _____

Skills and Accomplishments

List Special Qualifications, Knowledges, Skills and Accomplishments that may show that you are qualified for the job for which you are applying.

Answer Items 1 through 5 by placing an "X" in the proper column.

1. Are you a citizen of the United States ?.....Yes ____ No ____

(If "NO" give the country of which you are a citizen.) _____

2. Within the last five years have you been fired from a job for any reason ?.....Yes ____ No ____

3. Within the last five years did you ever quit a job
after being notified that you would be fired?.....Yes ____ No ____

4-A. Have you ever been convicted, forfeited collateral, or are you now under
charges for any firearms or explosives offense against the law?.....Yes ____ No ____

4-B. During the past 7 years have you been convicted, imprisoned, on probation or
parole or have you forfeited collateral, or are you under charges for any offense
against the law which is not included in 4-A ?.....Yes ____ No ____

Note: When answering 4 A and B, you may omit (1) traffic fines which you paid of \$50.00 or less,
(2) any offense committed before your 18th birthday which was finally adjudicated in juvenile court
or under youth offender law, (3) any conviction the record of which has been expunged under Federal
or State law, and any conviction set aside under the Federal Youth Corrections Act or similar State authority.

5. While in the military service were you ever convicted by a general courts martial?.....Yes ____ No ____

Note: If your answer is yes to questions 2 thru 5, give complete details. Use additional page if necessary.

Item Number: _____

Attention - This Statement Must Be Signed

Read the following paragraph carefully before signing this statement. A false answer to any question in this statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by a fine or imprisonment (US Code, Title 18, Section 1001). All information you give will be considered in reviewing your Statement

Authority for Release of Information

I have completed this Statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or Presidential directive and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredit investigators, personnel staffing specialists, and other authorized employees of the federal government for that purpose.

Certification

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature _____ Date _____